

**U.S. Fish and Wildlife Service
Region 2 Migratory Bird Program**

Sonoran Joint Venture Migratory Bird Program

Catalog of Federal Domestic Assistance (CFDA) Number: 15.637

Notice of Funding Availability and Application Instructions

I. Description of Funding Opportunity

The Sonoran Joint Venture (SJV) Awards Program supports the investigation and conservation of birds and their habitats within SJV boundaries by providing funds through a competitive program.

Proposals for projects that support the SJV mission and objectives and fall into the broad categories of habitat, monitoring, or planning, are eligible for funding. Components of your project may also include outreach, education, community involvement, research, ecotourism, or professional training, but the overall outcome must support habitat, monitoring, or planning.

The amount of funding available each year varies based on Congressional appropriations and partners. SJV Awards Program grants range from \$5,000-\$10,000. Proposals with budget requests that exceed \$10,000, along with those that are not selected for Awards Program funding but which meet all requirements, will be maintained on file in the event that an appropriate funding opportunity arises.

This award is made under the authority of: the Fish and Wildlife Act of 1956, as amended, 16 U.S.C. 742a-754; Fish and Wildlife Coordination Act of 1958, 16 U.S.C. 661-667(e); Fish and Wildlife Conservation Act, 16 U.S.C. 2901-2911; and Migratory Bird Treaty Act, (16 U.S.C. 709a). For a complete list of this program's authorizing legislation, go to <https://www.cfda.gov/> and search by the CFDA Program number.

II. Award Information

In order to be considered for Sonoran Joint Venture Awards Program proposals must (required):

- Address the bird conservation goals, objectives, and recommendations of the SJV Bird Conservation Plan or Waterfowl Management Supplement. Refer to more specifics in How to Apply below for more information.
- Have budgets of \$10,000 or less.
- Focus on work conducted in or having a direct impact on birds and habitats of the SJV region.

- Include the submission of all resulting data to the Avian Knowledge Network and/or eBird/aVerAves.
- Include a dissemination plan that describes how you will share the results of this project to support conservation.
- Follow the described format.
- Include a complete set of all required forms, correctly completed and signed.
- Have a DUNS number.
- Have proof of current SAM.gov registration.
- Be submitted via the [SJV website](#) AND [Grants.gov](#).
- Come from an applicant in good standing (i.e., no outstanding reports for projects from previous years).

Proposals should (recommended):

- Be habitat-oriented.
- Have funds leveraged and/or in-kind contributions.
- Minimize overhead/administrative costs (<10% of total project cost preferred).
- Have binational cooperation and involvement.
- Be part of a larger-scale conservation effort.
- Demonstrate a high likelihood of success.
- Involve partnerships. New partnerships, as well as nontraditional partners, are especially encouraged.

In an effort to focus the Awards Program, the SJV Technical Committee has identified priorities by SJV ecological region. Proposals that address these priority habitats and project types are encouraged. Priority bird species can be found in the SJV Bird Conservation Plan.

For 2015 we encourage proposals that address habitat, monitoring, planning, or outreach for the following areas:

Arid Borderlands

Target	Goal	Possible indicators
<i>Desert Shrublands/birds</i>	Increase and protect large trees, columnar cacti, and arborescent yucca with potential for cavity nesting birds.	Increasing BBS and/or Arizona coordinated bird monitoring (CBM) population trend for ATFL over 10 years.

<i>Desert grasslands/birds</i>	Manage and protect remnant desert grasslands from excessive grazing, development, and fragmentation.	Increasing BBS and/or AZ CBM population trend for Rufous-winged Sparrow over ten years (# of locations/birds per block where breeding birds have been documented)
<i>Freshwater wetlands/birds</i>	Protect existing freshwater wetland habitats from water extraction, and water table reduction.	Increasing population trends for Clapper Rail and Virginia Rail in open water habitat, Common Yellowthroat in ciénega habitat, and Hooded Oriole in palm oases.
	Increase wetlands through restoration.	Density of focal species, productivity, survivorship, distribution/presence/absence (change) of focal species.
<i>Riparian/mesquite bosque/birds</i>	Protect, maintain, and increase by 10% multi-story and single-story closed canopy riparian woodlands.	Increasing population trend for Bell's Vireo and stable trend for Summer Tanager over 10 years.
<i>Coastal wetlands/birds</i>	Protect existing coastal habitat over ten years.	
	Increase coastal habitat through restoration over ten years.	<ul style="list-style-type: none"> • Increasing population trends for Yellow Mangrove Warbler and American Avocet. • Reduction in disturbance to Western

		Sandpiper feeding/roosting habitat.
<i>Islands/birds</i>	Extirpate mammalian predators from ten new islands in the Gulf of California	No mammalian presence on priority islands.
	Conduct awareness education with tourism groups, fishers, and boaters to reduce trampling of beach nesting birds.	Minimal human trampling evidence on priority islands.

Mexican Highlands

Target	Goal	Possible Indicators
<i>Riparian/birds</i>	Improve conditions in riparian habitat, including ciénegas and springs.	
<i>Semi-desert grasslands/birds</i>	Improve conditions in grasslands.	
<i>Mesquite bosque/birds</i>	Improve condition and ecological function in mesquite bosques.	
	Protect existing mesquite bosque	Increasing density and occupancy of Lucy's Warbler

<i>Pine-oak, mixed conifer/birds</i>	Conserve mature trees.	
	Conserve subsequent generations of trees (age class that will reach maturity in the next 10-20 years)	
	Improve condition of understory in pine-oak/mixed conifer habitat, including oak and manzanita.	

Pacific Lowlands

Target	Goal	Possible indicators
<i>Tropical deciduous forest/birds</i>	Reduce loss of habitat.	
	Improve management.	
<i>Pine-oak/birds</i>	Control unsustainable logging.	
	Reduce net loss of habitat.	
<i>Coastal and tropical thornscrub/birds</i>	Reduce net loss of habitat.	
	Improve management	

Californian Coasts and Mountains

Target	Goal	Possible Indicators
<i>Coastal sage scrub, chaparral/birds</i>	No net loss and proper management of existing habitat.	
<i>Coastal wetlands/birds</i>	Protect remaining habitat from permanent loss.	
	Restore and manage estuarine habitat.	
	Improve beaches for nesting birds including Least Tern, Snowy Plover, and other migratory shorebirds.	50% of beaches used for nesting by Least Tern and Snowy Plover, and are used by other migratory shorebirds regularly
	Prevent disturbance to eelgrass beds	
<i>Freshwater wetlands, riparian/birds</i>	Promote no net loss of wetlands/riparian habitat.	
	Protect hydrological function of wetlands and riparian areas.	
	Expand existing freshwater marshes.	
<i>Ocean islands/birds</i>	Support healthy colonies of seabirds on occupied islands.	>20% breeding success of dominant species
	Increase populations of threatened and	Double populations of San Clemente Shrike, Island Scrub

	endangered landbirds.	Jay.
<i>Oak woodlands and grasslands/birds</i>	Maintain existing oak-woodland habitat.	
	Reforest grasslands with oak.	
	Restore grasslands from annuals to perennials.	
<i>Pine, piñon-juniper, cypress forest and woodlands/birds</i>	Fireproof existing forests on public lands.	
	Reduce salvage logging.	
<i>California Condor</i>	Increase number of successful breeding territories.	Six successful breeding territories.

We also encourage monitoring proposals (especially Coordinated Bird Monitoring) for the following groups:

1. **Pacific Lowlands, Arid Borderlands, Californian Coasts and Mountains:** Waterbird breeding and wintering surveys.
2. **Mexican Highlands:** Landbird surveys for Sierra Madre Sparrow.
3. **Mexican Highlands, Arid Borderlands:** Riparian and desert landbird surveys, especially projects designed to complement Arizona Bird Conservation Initiative's Coordinated Bird Monitoring project.

Timetable

-December 1 -- Official Request for Proposals made available. Proposals are accepted year-round and are held for evaluation during the review and ranking period.

-February 10 -- All proposals must be received by the SJV no later than midnight, Arizona time. However, you may submit applications throughout the year. Proposals not received by the due date will be held and may be considered for funding if funding becomes available.

-May 15 -- SJV Science Coordinator, SJV Education and Outreach Coordinator, and the Awards Review Subcommittee complete the review and ranking process and provides recommendations to the Management Board.

-June 1 -- All applicants are notified of the outcome of their application.

III. Basic Eligibility Requirements

Eligible Applicants:

All potential applicants are eligible. U.S. non-profit, non-governmental organizations must provide a copy of their Section 501(c) (3) or (4) status determination letter received from the Internal Revenue Service. Please see the following federal mandates, however.

Federal law mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). See Title 2 of the Code of Federal Regulations (CFR), Part 25 for more information. Exemptions: The SAM registration requirement does not apply to individuals submitting an application on their own behalf and not on behalf of a company or other for-profit entity, state, local or Tribal government, academia or other type of organization.

A. DUNS Registration

Request a DUNS number online at <http://fedgov.dnb.com/webform>. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:

U.S. and U.S. Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

B. Entity Registration in SAM

Register in SAM online at <http://www.sam.gov/>. Once registered in SAM, entities must renew and revalidate their SAM registration at least every 12 months from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that their information is up to date and in synch with changes that may have been made to DUNS and IRS information. Foreign entities who wish to be paid directly to a United States bank account must enter and maintain valid and current banking information in SAM.

C. Excluded Entities

Applicant entities identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and

certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program.

D. Cost Sharing or Matching:

There are no requirements for cost sharing or matching.

IV. Application Requirements

To be considered for funding under this funding opportunity, an application must contain (see also How to Apply below):

- A. A completed, signed and dated Application for Federal Assistance form. All applicants must submit a Standard Form (SF) 424, Application for Federal Assistance form. Individuals applying on their own (unrelated to any business or non-profit organization s/he may own or operate in her/his own name) must use the SF 424, Application for Federal Assistance-Individual form (<http://apply07.grants.gov/apply/FormLinks?family=12>). All other applicants to discretionary programs and for single source awards must use the SF 424, Application for Federal Assistance form (<http://apply07.grants.gov/apply/FormLinks?family=15>). Mandatory programs may require applicants to use the SF 424, Application for Federal Assistance-Mandatory form (<http://apply07.grants.gov/apply/FormLinks?family=16>). Do not include other Federal sources of funding, requested or approved, in the total entered in the “Federal” funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the “Federal” funding box. Include any other Federal sources of funding in the total funding entered in the “Other” box.

B. Project Summary

Briefly summarize the project, in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project. Goal(s), objectives, specific project activities, anticipated outputs and outcomes can also be included in this section.

C. Project Narrative

1. **Statement of Need:** Describe why this project is necessary (significance/value) and include supporting information. Summarize previous or on-going efforts (of you/your organization, and other organizations or individuals) that are relevant to the proposed work. Explain the successes or failures of past efforts and how your proposed project builds on them. If you have received funding previously (from the Service or any other donor) for this specific project work or site, provide a summary of the funding, associated activities and products/outcomes.
2. **Project Goals and Objectives:** State the long-term, overarching goal(s) of the program/project. State the objectives of the project. Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be

specific, measurable, and realistic (attainable within the project's proposed project period).

- 3. Project Activities, Methods and Timetable:** List the proposed project activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the project objectives and reach the project goal(s). The proposed project activities narrative must be detailed enough for reviewers to make a clear connection between the activities and the proposed project costs. For projects being conducted within the United States, the narrative must provide enough detail so that reviewers are able to determine project compliance with the National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act. For projects being conducted on the high seas, the narrative should provide enough detail so that reviewers are able to determine project compliance with Section 7 of Endangered Species Act. Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or project milestones are to be accomplished. Include any resulting tables, spreadsheets or flow charts within the body of the project narrative (do not include as separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period.
- 4. Stakeholder Coordination/Involvement:** As applicable, describe how you/your organization has coordinated with and involved other relevant organizations or individuals in planning the project, and detail if/how they will be involved in conducting project activities, disseminating project results and/or incorporating your results/products into their activities.
- 5. Project Monitoring and Evaluation:** Detail the monitoring and evaluation plan for the project. Building on the stated project objectives, which must be specific and measurable, identify what you will measure (i.e., quantitative/quantifiable indicators) and how you will measure (i.e., methods, sample size, survey tools). Reference the stated project timetable (i.e., process indicators) and budget information (i.e., input indicators). Identify the products/services to be delivered and how/to whom they will be delivered (i.e., output indicators). Detail the expected direct effect(s) of the project on beneficiaries (i.e., outcome indicators). Include any available questionnaires, surveys, curricula, exams/tests or other assessment tools to be used for project evaluation. Describe the resources and organizational structure available for gathering, analyzing and reporting monitoring and evaluation data. If applicable, describe how project participants and beneficiaries will participate in monitoring and evaluation activities. Describe how findings will be fed back into decision making and project activities throughout the project period.
- 6. Description of Entities Undertaking the Project:** Provide a brief description of the applicant organization and all participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. If

eligibility for funding is based in whole or in part on the qualifications of key personnel, provide for each key person a brief (**1-2 pages**) but descriptive overview of their education, experience and other skills that make them qualified to carry out the proposed project. To prevent unnecessary transmission of Personally Identifiable Information, ***do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics on the description of key personnel qualifications.***

7. **Sustainability:** As applicable, describe which project activities will continue beyond the proposed project period, who will continue the work or act on the results achieved, and how and at what level you expect these future activities will be funded.

8. Literature Cited

9. **Map of Project Area:** Map should clearly delineate the project area and be large enough to be legible. Label any sites referenced in the project narrative.

D. Budget Form

Complete the **Budget Information for Non-Construction Programs (SF 424A)**. Use the SF 424A if your project does not include construction and the SF 424C if the project includes construction or land acquisition. The budget forms are available online at <http://apply07.grants.gov/apply/FormLinks?family=15>. When developing your budget, keep in mind that financial assistance awards and subawards are subject to the cost principles in the following Federal regulations, as applicable to the recipient organization type:

- 2 CFR Part 220, Cost Principles for Educational Institutions
- 2 CFR Part 225, Cost Principles for States and Local Governments
- 2 CFR Part 230, Cost Principles for Non-Profit Organizations
- 45 CFR Part 74, Appendix E, Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals
- 48 CFR 1, Subpart 31.2, Contracts with Commercial Organizations

Links to the full text of these Federal cost principles are available on the Internet at <http://www.fws.gov/grants/>.

Multiple Federal Funding Sources: If the project budget includes multiple Federal funding sources, you must show the funds being requested from this Federal program *separately* from any other requested/secured Federal sources of funding on the budget form. For example, enter the funds being requested from this Federal program in the first row of the Budget Summary section of the form and then enter funding related to other Federal programs in the subsequent row(s). Be sure to enter each Federal program's CFDA number in the corresponding fields on the form. The CFDA number for this Federal program appears on the first page of this funding opportunity.

E. Budget Justification

In a separate narrative titled “**Budget Justification**”, explain and justify all requested budget items/costs. Detail how the SF 424 Budget Object Class Category totals were determined and demonstrate a clear connection between costs and the proposed project activities. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable Federal Cost Principles requires the Service’s approval and estimate its cost. See also budget table in How to Apply section to be completed as part of the proposal.

Required Indirect Cost Statement: All applicants except individuals applying for funds separate from a business or non-profit organization he/she may operate must include in the budget justification narrative one of the following statements and attach to their application all required documentation as detailed in the following table:

Circumstance:	Statement to include in budget narrative:	Other document(s) to attach:
<ul style="list-style-type: none">• No indirect cost rate• Charges all costs directly	Indirect Cost Statement: Our organization does not have an indirect cost rate and will charge all costs directly.	None.
<ul style="list-style-type: none">• Is not an individual• Has an indirect cost rate• Has an approved Negotiated Indirect Cost Rate Agreement (NICRA) with their Federal cognizant agency covering part/all of the proposed project period	Indirect Cost Statement: We have an approved NICRA covering part/all of the proposed project period. A copy of that NICRA is attached.	Copy of approved NICRA.
<ul style="list-style-type: none">• Is not an individual• Has an indirect cost rate• Has established a NICRA in the past, but do not have an approved rate covering part/all of the proposed project period• May or may not have recently submitted a new NICRA proposal	Indirect Cost Statement: Our indirect cost rate is [insert a description of the rate]. We have established a NICRA in the past but it expired. [Insert one of the following statements: “We submitted a new NICRA proposal to our cognizant agency on [insert date].” OR “In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made”. We understand that: <ul style="list-style-type: none">• Although the Service may approve a budget that includes an estimate of	Copy of most recently expired NICRA and, when applicable, a copy of any NICRA proposal submitted to the cognizant agency that is currently pending approval.

<p>to cognizant agency. If not, will do so within the required timeframe, in the event an award is made</p>	<p>indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA.</p> <ul style="list-style-type: none"> • Recipients without a NICRA are prohibited from charging indirect costs to a Federal award. • Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable. • We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the Service. <p>We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.</p>	
<ul style="list-style-type: none"> • Is not an individual • Has an indirect cost rate • Has never established a NICRA in the past • Will submit a NICRA proposal to cognizant agency within the required timeframe, in the event an award is made 	<p>Indirect Cost Statement: Our indirect cost rate is [insert a description of the rate]. We have never established a NICRA. In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made. We understand that:</p> <ul style="list-style-type: none"> • Although the Service may approve a budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA. • Recipients without a NICRA are prohibited from charging indirect costs to a Federal award. • Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable. • We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior 	<p>None at the time of application. In the event an award is made, recipient must submit a copy of their approved NICRA before charging indirect costs to the award.</p>

	<p>written approval of the Service.</p> <p>We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.</p>	
<ul style="list-style-type: none"> • Is not an individual, state, local or Federally-recognized Indian tribal government • Has never established a NICRA in the past • Cannot charge all costs directly • Will not be able to meet the requirement to submit a NICRA proposal within 90 calendar days after award, in the event an award is made 	<p>Indirect Cost Statement: We have never established a NICRA in the past and will not be able to meet the requirement to submit a NICRA proposal to our cognizant agency within 90 calendar days after award, in the event an award is made. In the event an award is made we request as a condition of award to charge a flat indirect cost rate of 10% of modified total direct costs (MTDC). We understand this rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish a NICRA at any point during the award period. We understand that MTDC is defined as all salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the <u>first</u> \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). We understand that MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000.</p>	None.

Applicants who are individuals applying for funds separate from a business or non-profit organization he/she may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, do not include any indirect costs in your proposed budget.

For more information on indirect cost rates, see the Service's **Indirect Costs and Negotiated Indirect Cost Rate Agreements** guidance document on the Internet at <http://www.fws.gov/grants/>.

Negotiating an Indirect Cost Rate with the Department of the Interior:

For organizations without a NICRA, you must have an open, active Federal award to submit an indirect cost rate proposal to your cognizant agency. The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your cognizant agency, your indirect cost rate will be negotiated by the Interior Business Center (IBC). For more information, contact the IBC at:

Indirect Cost Services
Acquisition Services Directorate, Interior Business Center
U.S. Department of the Interior
2180 Harvard Street, Suite 430
Sacramento, CA 95815
Phone: 916-566-7111
Email: ics@nbc.gov
Internet address: <http://www.aqd.nbc.gov/Services/ICS.aspx>

- F. Statements Regarding A-133 Single Audit Reporting:** Following OMB Circular A-133 (http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf), all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending \$500,000 USD or more in Federal award funds in a fiscal year must submit an A-133 Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. All U.S. state, local government, federally-recognized Indian tribal government and non-profit applicants must provide a statement regarding if your organization was/was not required to submit an A-133 Single Audit report for the organization's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (<http://harvester.census.gov/sac/>). Include these statements at the end of the Project Narrative in a section titled "**A-133 Single Audit Reporting Statements**".

G. Assurances

Include the appropriate signed and dated Assurances form available online at <http://apply07.grants.gov/apply/FormLinks?family=15>. Use the **Assurances for Non-Construction Programs (SF 424B)** if the project does not involve construction. Use the **Assurances for Construction Programs (SF 424D)** if the project does involve construction or land acquisition. Signing this form does not mean that all items on the form are applicable. The form contains language that states that some of the assurances may not be applicable to your organization and/or your project or program.

H. Certification and Disclosure of Lobbying Activities:

Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's certification of the

statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this project AND the project budget exceeds \$100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.

Application Checklist

- ☐ **Evidence of non-profit status:** If a non-profit organization, a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.
- ☐ **SF 424, Application for Federal Assistance:** A complete, signed and dated SF 424, or SF 424- Individual form
- ☐ **Project summary – put in proposal and cover sheet**
- ☐ **Project narrative – put in proposal**
- ☐ **Timetable – put in proposal**
- ☐ **A-133 Single Audit Reporting statement:** If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with OMB Circular A-133 Single Audit Reporting requirements (if your organization receives more than \$500,000 federal funding in one year).
- ☐ **SF 424 budget form:** A complete SF 424A Budget Information form
- ☐ **Budget justification – put in proposal**
- ☐ **NICRA:** When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement
- ☐ **SF 424 Assurances form:** Signed and dated SF 424B or SF 424D Assurances form

Failure to provide complete information may cause delays, postponement, or rejection of the application.

V. Submission Instructions

SUBMISSION DEADLINE: February 10, 2015

Intergovernmental Review: Before submitting an application, U.S. state and local government applicants should visit the following website (http://www.whitehouse.gov/omb/grants_spoc/) to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental review of Federal Programs." E.O. 12372 was issued to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The E.O. allows each state to designate an entity to perform this function. The official list of designated entities is posted on the website. Contact your state's designated entity for more information on the process the state requires to be

followed when applying for assistance. States that do not have a designated entity listed on the website have chosen not to participate in the review process.

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. Completed applications must be submitted electronically through Grants.gov and the Sonoran Joint Venture website as described in the Grants.gov funding opportunity.

The required SF 424 Application for Federal Assistance and Assurances forms and any other required standard forms MUST be signed by your organization's authorized official. The Signature and Date fields on the standard forms downloaded from Grants.gov are pre-populated with the text "Completed by Grants.gov upon submission" or "Completed on submission to Grants.gov". Remove this text (manually or digitally) before signing the forms.

To submit an application through Grants.gov:

Go to the Grants.gov Apply for Grants page

(http://www07.grants.gov/applicants/apply_for_grants.jsp) for an overview of the process to apply through Grants.gov. You/your organization must complete the Grants.gov registration process before submitting an application through Grants.gov. Registration can take between three to five business days, or as long as two weeks if all steps are not completed in a timely manner.

Important note on Grants.gov application attachment file names: Please do not assign application attachments file names longer than 20 characters, including spaces. Assigning file names longer than 20 characters will create issues in the automatic interface between Grants.gov and the Service's financial assistance management system.

VI. APPLICATION REVIEW

Criteria:

The following outline describes the criteria by which the SJV will rank proposals. In order to rank high in the evaluation process, proposals should address all of the major headings listed below.

Biological Value (30 points)

- Benefits priority bird species as identified by the SJV Bird Conservation Plan.
- Benefits priority habitats as identified by the SJV Conservation Action Plan (including # of acres/hectares or miles/kilometers impacted).
- Benefits a focus area identified by the SJV Bird Conservation Plan or an Important Bird Area/AICA.

Partnerships (20 points)

- Includes partnerships (number, type, and nature of contribution).
- Documents partner contributions and funds leveraged.
- Describes opportunity—other funding that might be lost, partners' needs, other opportunities forgone.

Plan Objectives and/or Recommendations (25 points)

- Addresses [2015 Funding Priorities](#).
- Demonstrates a high likelihood of being successful.
- Includes dissemination plan for sharing results and applying them to conservation efforts.

Other Project Components (25 points)

- Incorporates habitat, monitoring, planning, education, outreach, community involvement, professional training, birding tourism, and/or research as secondary project components (in addition to the main component of habitat, monitoring, or planning).
- Involves an indigenous or local community (including the # of people to be contacted).

Proposal Format

Proposals that do not conform to the following guidelines can lose up to ten points.

- Follows the required format and guidelines.
- Includes all required government forms, signed and completed correctly and in full.
- Includes a current DUNS number and proof of current [SAM.gov](#) registration.
- Submitted via the [SJV website](#) AND [Grants.gov](#).

How to Apply

SJV Awards applications should be 3-5 pages in length, excluding cover sheet, maps, and letters of support. Applications must be [submitted electronically via both the SJV website](#) and [Grants.gov](#) by 10 February 2015.

If you have questions about the application process or the Awards Program, contact [Carol Beardmore, carol_beardmore@fws.gov](#).

Format

All proposals must be submitted electronically in either PDF or Microsoft Word format. Use a font of at least 11 point and margins of at least 3/4 inch. Proposals may be submitted in English or Spanish. If submitted in Spanish, applicants must provide an abstract in English. The entire file should not be over 3 MB in size.

Complete the online form and upload four separate files (when submitting via Grants.gov, attach the four files to your submission):

1. Awards Cover Sheet
2. Proposal (Project Details, Budget, Compliance, Letters of Support)
3. Required Federal Forms
4. Screen grab of your current SAM registration

I. Awards Cover Sheet

[Download the coversheet template](#), save the file to your hard drive, and rename with your last name it to make it identifiable (i.e., Duberstein_CoverSheet.docx).

II. Project Details

Project Need: Explain how your project is important for bird conservation in the SJV region.

Project Location: Identify where in the SJV region this project will take place.

For monitoring or habitat projects that have specific sites identified, please provide information on:

- Location and ownership of project site(s).
- Brief description of project site(s), including dominant habitat types.
- Number of acres that will be affected by this project habitat projects)

For outreach and planning projects:

- Identify the primary audience(s) targeted by the project (including ages, ethnicity, and gender, if applicable). If the project targets a specific group (i.e., landowners, legislators, elementary schools, community members, etc.), please describe.
- Describe the geographic area targeted by the project, if any.

Project Objectives and Outcomes: Clearly state one-sentence project objectives in list format. For each objective, include a detailed description of expected outcomes and explain how they address SJV and/or other bird initiative plan objectives.

For monitoring or habitat projects, please address the following:

- What are the project outcomes/benefits in terms of acres, or numbers of birds? What species of birds are intended to benefit, in what way, and due to which actions?
- How does the project meet the SJV Bird Conservation Plan objectives? Be specific and concise in your answer (i.e., this project will provide habitat for three pairs of Yellow-billed Cuckoos, will protect six acres of critical desert grasslands, etc.)
- How will you disseminate project results, including incorporation into the Avian Knowledge Network, eBird, and/or aVerAves?
- How will your project support/be used for conservation?

For outreach and planning projects, please address the following:

- How will this project directly support bird and habitat conservation and address a conservation priority within the SJV region?
- What is the projected number of people that will be reached?
- What tangible products will be produced as a result of the project (i.e., brochure, manual, website, teaching materials, etc.)?
- How will you disseminate project results and outcomes?

Methodology: What methods will you use to implement your project? This might include a brief description of survey methodology, restoration techniques, or education and outreach strategies.

Timetable: When during the year will your project be implemented? What are start and end dates, as well as dates for Interim and Final Report submission?

Map of Project Location: At a minimum, include a large scale map that places your project in the context of the SJV region. Monitoring, restoration, habitat protection, and research projects should also include a detailed map of the project site(s).

Evaluation: How will you measure and evaluate success or effectiveness of project outcomes.

List of partners and their contributions, letters of support: In addition to a complete list of partners and contributions, submit letters of support from all major project partners. Partners may include those contributing funds, in-kind services, land base, technical assistance, coordination, etc.

III. Budget

(Please check and double-check your math to ensure that your budget numbers are correct.)

- To include indirect costs or overhead in your budget, you must have an Indirect Cost Rate (ICR) Agreement with the federal government. Projects that have little

or no overhead or administrative costs (<10% of overall budget) are preferred. **Without an ICR you may not include a line item for indirect costs or overhead in your budget.**

- Funds requested for salaries must be tied directly to deliverable products, such as plans, databases, reports, or on-the-ground work that address SJV objectives. Salaries of permanent employees coordinating projects may be used for leveraged funds only.
- Proposals that include leveraged/matching funds and partner contributions are preferred, but not required. These contributions may be cash or in-kind and originate from any source (federal or non-federal).
- Please note whether leveraged or partner funds are already secured or whether they pending. If still pending, when will you find out if you have been successful? How will you implement your project if you do not receive the pending funds?

The following is sample budget format:

Budget Categories (such as):	SJV Request	Applicant Contribution	Partner Contribution (monetary)	Partner Contribution (in-kind)	Total
Salaries					
Materials					
Travel					
Printing					
Other (specify)					
TOTAL					

IV. Compliance

What is needed for federal and state threatened and endangered species, environmental, cultural, archaeological, and legal compliance and what will be entailed in gaining compliance? Describe any possible impacts and avoidance measures. Every successful grantee is responsible for obtaining all necessary permits and permissions and complying with all state and federal environmental and cultural/archaeological regulations. This also includes state and federal permits for banding, handling, or disturbing wildlife.

In the United States, if a habitat project will impact or possibly impact vegetation, wildlife, structures, artifacts, soil, etc., the grantee is responsible for obtaining Endangered Species Act (ESA), National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), and any state permits or compliance. No funds will be dispersed for the project until all compliance has been successfully completed. The need for permits should be investigated before applying for an Award so there are no surprises. The SJV is not responsible for and will not fund compliance. The SJV can, however, provide successful applicants with contacts to initiate compliance.

V. Other Required Forms

All applicants must register in the [System for Awards Management \(SAM\)](#). You must update your registration in SAM every year.

- Go to <http://www.sam.gov/> and follow the instructions for registration.
- If you already have a SAM registration, make sure all information is updated and current.
- If there is a change at any time during the year, it is your responsibility to keep your registration updated.
- All applicants must include a screen grab of your up-to-date SAM registration with their application package.

In addition to the coversheet, proposal, budget, and any letters of support from project partners, all Awards applicants must also submit Standard Form 424, Standard Form 424B, and the Certification for Federal Grants and Cooperative Agreements. Download a PDF that contains all three of these forms, as well as directions for completing them, below.

- [Required Federal Forms](#)

All applicants must submit these three forms as part of the proposal package, even if they have previously received an Award from the Sonoran Joint Venture.

Review and Selection Process: The Sonoran Joint Venture (SJV) Technical Team subcommittee for grant review will review and score proposals. The slate of proposals in order of total score will be presented to the SJV Management Board for consideration. The SJV budget will determine the number of proposals funded. In FY 2014 the SJV was able to fund only two proposals.

VII. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the Service. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests. Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

Domestic Recipient Payments: Prior to award, the Service program office will contact you/your organization to either enroll in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system or, if eligible, obtain approval from the Department of the Interior to be waived from using ASAP.

Domestic applicants subject to the SAM registration requirement (see Section III B.) who receive a waiver from receiving funds through ASAP must maintain current banking information in SAM. Domestic applicants exempt from the SAM registration requirement who receive a waiver from receiving funds through ASAP will be required to submit their banking information directly to the Service program. However, ***do NOT submit any banking information to the Service until it is requested from you by the Service program!***

Foreign Recipient Payments: Foreign recipients receiving funds to a bank outside of the United States will be paid electronically through U.S. Treasury's International Treasury Services (ITS) system.

Foreign recipients receiving funds electronically to a bank in the United States will be paid by Electronic Funds Transfer (EFT) through the Automated Clearing House network. Foreign recipients who wish to be paid to a bank account in the United States must enter and maintain current banking information in SAM (see Section III).

The Notice of Award document from the Service will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests.

Transmittal of Sensitive Data: Recipients are responsible for ensuring any sensitive data being sent to the Service is protected during its transmission/delivery. The Service strongly recommends that recipients use the most secure transmission/delivery method available. The Service recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The Service strongly encourages recipients sending sensitive data in paper copy to use a courier mail

service. Recipients may also contact their Service Project Officer and provide any sensitive data over the telephone.

Award Terms and Conditions: Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to Service awards are available on the Internet at <http://www.fws.gov/grants/>. If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the Service point of contact identified in the Agency Contacts section below.

Recipient Reporting Requirements:

Interim financial reports and performance reports may be required. Interim reports will be required no more frequently than quarterly, and no less frequently than annually. A final financial report and a final performance report will be required and are due within 90 calendar days of the end date of the award. Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results.

Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify the Service in writing as soon as the following types of conditions become known:

- Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.
- Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

The Service will specify in the notice of award document the reporting and reporting frequency applicable to the award.

VIII. Agency Contacts

The point of contact for answering questions or helping with problems while the funding opportunity is open is Carol Beardmore: carol_beardmore@fws.gov.